

<b>TRANSMITTAL SLIP</b>		DATE 23 July 1962	
TO: Records Administration Officer, CIA			
ROOM NO. 604	BUILDING 1016 16th Street		
REMARKS:			
FROM: [Redacted]			
ROOM NO. 356	BUILDING 1717 H		[Redacted]
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. GPO : 1957-O-439445 (47)	

Form 141a dated  
1 May 62 -  
from Poyer to Ethel  
notifying her records  
under Jot 58-525  
will be returned to  
her - no ref activity  
in past 4 yrs.

Copy of the Form 141a  
and Ethel's original  
memo sent to  
Rec Ctr  
24 July  
Fite

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*File:*

*FDD*

*7/30/62*  
23 July 1962

MEMORANDUM FOR: Records Administration Officer, CIA

FROM: Area Records Officer, FDD/00

SUBJECT: Notification of Disposition Action, Accession Job No 58-525

REFERENCE: Form 141a to Records Management Officer/FDD from Chief,  
Archives and Records Center, dated 1 May 1962,  
same subject

1. Material retired under this subject job number is Item 16a, Project Record Card Files, Records Control Schedule No 25.06-54 of 1954. This is scheduled for permanent retention, no disposition authorized.

2. Information contained in this file is not duplicated elsewhere.

3. A continuation of the same card file, listed as Item 17, Records Control Schedule No 25.06-59, is considered temporary and carries definite disposition instructions.

This latter information is duplicated elsewhere and scheduled disposition may be carried out.

4. FDD cannot authorize destruction of Job 58-525, and feels that its retention is more economical at Records Center.

25X1

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Excluded from automatic  
downgrading and  
declassification

ILLEGIB

NOVEMBER 1961

ILLEGIB

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Integration of VM and Record Copy Storage of FDD Reports

1. Under existing arrangements two copies of each Foreign Documents Division publication are deposited in the CIA Records Center, one copy in the VM repository at the time of publication, the second copy when it is retired on schedule from the FDD Record Copy file maintained in the Division.

2. To eliminate duplicative processing and storage of these publications FDD proposes to:

- a. discontinue the current Record Copy file in FDD,
- b. establish a complete and current Record Copy file in Records Center,
- c. simultaneously eliminate the VM holdings of FDD publications by integration with the Record Copy file and disposal of surplus issues.

3. Accordingly it is requested that:

- a. FDD publications subsequent to Summary No. 679 and Translation No. 1611 be transferred from the VM files to the Record Copy file in Records Center, and that earlier copies of the publications be destroyed,
- b. the Record Copy file of FDD publications in Records Center be maintained current and complete, since FDD will no longer keep the Record Copy of its publications.

J. J. BARNALL  
Chief, Foreign Documents Division

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Mr. J. J. Bagnall  
Chief, Foreign Documents Division

20 April 1961

Chief, Records Management Staff

Appreciation of Assistance from [REDACTED]

[REDACTED]

1. The Records Management Staff appreciates the fine cooperative spirit of your organization which made it possible for us to conduct a series of five Shelf Filing Workshops for Agency personnel. [REDACTED] came to our rescue and made available your Conference Room when we had almost concluded that we could not hold our workshops because of the lack of adequate space.

2. I think you would like to know that our Workshops were judged highly successful by the more than 100 Agency personnel who attended them. Representatives of the GSA who have Government-wide responsibility for records management programs were so pleased with our presentation that they have asked the Agency for permission to adopt it to government-wide use. You can see, therefore, the value of the assistance rendered by your people.

3. I would also like to convey my appreciation to the personnel of [REDACTED] who assisted us in many ways.

[REDACTED]

4/20/61  
Mgt/S/RMS [REDACTED] (20 Apr '61)

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